

PLANNING & DEVELOPMENT DEPARTMENT

ADDRESS CHANGE SUBMITTAL REQUIREMENTS

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

JUSTIFICATION LETTER: A detailed letter that explains the request for the address change or additional addresses or suite numbers. The property owner or his/her representative must sign the justification letter.

ASSESSOR'S PARCEL MAP: A copy of the Clark County Assessor's Office Parcel Number Map that is used to verify the parcel number(s) and location(s) of the subject property(ies) is required. These maps may be obtained from the Clark County Assessor's Office located at 500 S. Grand Central Parkway or through the Clark County website at (www.co.clark.nv.us).

SITE PLAN: (2 folded copies no larger than 24" x 36") Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures to be addressed, adjacent streets, ingress/egress features, parking spaces, vicinity map, current addresses, and existing tenant names. The site plan must also include a scale, north arrow, and property dimensions.

FLOOR PLAN: (2 folded copies no larger than 24" x 36") Draw to scale and make legible: all rooms and/or spaces contained within the building(s) on the site. Floor plans must include all entrances/exits, tenant names, room dimensions, use of rooms, and existing address/suite numbering. The floor plan must also include a scale, north arrow, and building dimensions.

ADDRESS ASSIGNMENTS: All structures within the Las Vegas city limits are assigned street addresses in accordance with the "City of Las Vegas Street Naming and Address Assignment Regulations, 1993 Edition." Property owners do not have vested rights to street names, address numbers, or suite numbers even if a street address has been used for many years. The City of Las Vegas will notify the affected public and utility agencies if an address change has occurred.

FEE: \$35.00 plus the fee required by the Building and Safety Department to alter historical records. (See below)

BUILDING DEPARTMENT FEE: If an address change is requested by the applicant or owner after building permits have been issued, a \$200.00 Administrative Processing Fee will be charged per address.